

South Carolina Department of Transportation
Planning Office Process Directive

Number: 11

Date: February 2018

Subject: Statewide Transportation Improvement Program Administration (STIP)

Purpose:

The South Carolina Statewide Transportation Improvement Program (STIP) is the State's six-year transportation improvement program for all programs and projects receiving federal and state funding, including bridges, safety, roadway resurfacing, interstate maintenance and upgrades, primary and secondary road system upgrades, federal lands access projects, transportation alternatives, congestion mitigation and air quality, and transit-related activities. The STIP covers all federally and state funded improvements for which funding has been approved and expected to be undertaken during the upcoming six-year period.

While the STIP is a living document amended monthly to reflect project budgeting and scheduling, it is updated every 3 years to reflect a new 6 year programming horizon. It shall be fiscally constrained to demonstrate a balance between anticipated revenues and planned expenditures. It also provides elected officials, stakeholders, and the public information about transportation priorities for the state and local communities. The current STIP (FY 2017- 2022) was adopted in August of 2017 (see Attachment A for STIP development schedule).

Historically the STIP has been managed, produced, and archived through spreadsheets. The FY 2017-2022 STIP is housed in a database software system (e-STIP) that is linked to the agency's project management system. This database driven system (see Attachment B for the E-STIP administration process) provides a framework to facilitate a coordinated process between SCDOT and FHWA/FTA. FHWA /FTA have electronic access and live approval functionality.

Program Cycle:

The Federal Highway Administration (FHWA) provides the South Carolina Department of Transportation (SCDOT) federal notices identifying federal programs. The Planning Director, Statewide Planning Chief, STIP Administrator, Program Controls Director, and Finance Office should coordinate to determine the impact of new or revised notices as it relates to the agency's consolidated funding plan. Any significant changes to the consolidated funding plan may require approval of the Secretary of Transportation and should be transmitted to the Deputy Secretary of Intermodal Planning to assist with changes to the STIP (see Attachment C for transmittal). The consolidated budget plan should be consistent with the investment objectives outlined in the TAMP.

Project Cycle:

The SCDOT, through cooperation and coordination with the Metropolitan Planning Organizations (MPOs) and the rural Councils of Government (COGs), maintains the Statewide Transportation Improvement Program (STIP). To comply with federal rules, the MPO's Transportation Improvement Program (TIPs) and the SCDOT STIP must be consistent with one another. The approved STIP is frequently revised to reflect changes as a project matures. Before the STIP is updated to reflect a project change in an MPO area, the MPO TIP must first be revised. Changes initiated by SCDOT or the MPO require Federal approval. Through interagency consultation, the SCDOT Planning Office and Office of Public Transit coordinate with representatives from Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Environmental Protection Agency (EPA), MPOs, and COGs to discuss

issues, effects of, and requirements regarding modifications of the STIP. The goal of the STIP Administration and Coordination Process is to clarify and define decision thresholds for the STIP document so modifications can be executed in a consistent and timely fashion. Modifications can be defined as amendments, corrections, or right-sizing (see Attachment D for amendments, corrections, right-sizing guidelines).

Submitted by:

Director of Planning

Approved by:

Deputy Secretary for Intermodal Planning

STIP Development Schedule

<u>Month(s)</u>	<u>STIP</u>	<u>TIP</u>
March	Project Status and Project Obligations (From Preconstruction)	Project Status and Project Obligations (From Preconstruction)
April	COG Project Reviews Amend Program As necessary	MPO Project Reviews Amend TIP as necessary
June	Draft STIP to Commission (Commission Action)	TIP Public Review
	STIP Public Review 30-Day Comment Period COGs advertise draft STIP	MPOs Approve TIPs
July	STIP Approved by Commission	
August	STIP Submitted to FHWA/FTA	
September	Federal Approval	
October 1st	STIP Goes Into Effect	

Amendments are major updates that require public comment, demonstration of fiscal constraint, and Federal approval. Amendments are defined as follows:

- The inclusion of any new federally funded projects
- Inclusion of a new phase of work receiving federal funds
- The removal of a federally funded project/phase that has not been obligated
- Significant changes in project description or scope (i.e. number of lanes, typical section, termini),
- Major cost increase as defined in the Cost Threshold Table
- Advancement of Guideshares that exceed yearly allocation
- ANY changes to a non-exempt project within a Nonattainment area that require a re-demonstration of conformity (i.e. additions/deletions of a project), number of lanes, typical section, termini, shifting of phases of work within or beyond the first four years of the STIP).
- Changes (increase or decrease) in transit project program cost that exceed 25% above or below original project cost. (Specific to FTA projects)
- Change in funding source (example: change from Section 5307 to Section 5339) (Specific to FTA projects)

FHWA (Federal-Aid Program) / FTA Process: The Commission will be asked to approve amendments that are defined as new projects or removal of federally funded projects that have not been obligated and make them available for the required 21-day public comment period. At the next scheduled Commission meeting, any substantive comments will be provided to the Commission for consideration prior to taking action on a STIP amendment. The Secretary of Transportation or designee will be asked to approve all other amendments. Pending the Secretary's approval, the Planning Office will initiate the 21-day comment period and, as appropriate, submit the amendment to the MPO for inclusion in the TIP. All amendments will be transmitted via a revision to FHWA and FTA for final approval.

The Planning Office will ensure that the amendment complies with Act 114, satisfies federal requirements for demonstrating fiscal constraint, prepare any required press releases, summarize relevant public comments, and ensure any required MPO coordination has taken place prior to Commission or the Secretary of Transportation taking action. Amendments for any Federal-Aid project within an MPO will only be included in STIP revisions for FHWA and FTA consideration after receiving a transmittal from the MPO ensuring that the local TIP has been updated and is consistent with the proposed revision.

Administrative Modifications (Corrections) are minor updates that do not require the approval of the Commission or Secretary of Transportation and do not require additional public involvement; however, demonstration of fiscal constraint is required by FHWA/FTA. Administrative Modifications can be defined as follows:

- Changes or shifting of schedules by phase of work within the six year STIP
- Combining or separating phases within a project that are part of an approved STIP
- Moderate cost increase as defined by Cost Threshold Table
- Changes (increase or decrease) in transit project program cost that is up to 25% above or below original project cost. (Specific to FTA projects)

FHWA (Federal-Aid) / FTA Process: Administrative Modifications can be approved individually upon request of FHWA/FTA via the E-STIP; however, projects within an MPO require local approval in the TIP before Federal approval can be granted. A transmittal from the MPO ensuring that the local TIP has been updated is required. A fiscal constraint demonstration for Administrative Modifications is required for federal approval

Right-Sizing is a modification that DOES NOT require Commission or Secretary of Transportation approval, additional public comment, demonstration of fiscal constraint, or changes to planned project obligations as defined by the Cost Threshold Table. Instead, these modifications (up or down) will be captured and updated annually as total unobligated contract authority reported in Fiscal Management Information System (FMIS). MPO and COG balances will be provided by the Program Controls Division and incorporated into the individual TIPs and STIP on an annual basis. This action typically applies to FHWA (Federal Aid) projects only.

Cost Thresholds

In general terms, **NO STIP ACTION will be required for modifications to previous authorizations.** The differences in project cost (up or down) will be captured in the program carryover as noted above.

SLIDING SCALE FOR STIP COST MODIFICATIONS USING FHWA (Federal-Aid Program) FUNDS

The following Cost Threshold Table defines thresholds for variations between the STIP budget amounts and pending authorization requests to determine when a STIP amendment or administrative modification is required.

<i>STIP Budget (In Millions by Phase of Work) All funds (federal, state & local)</i>	<i>Limit Requiring Right Sizing (In Millions by Phase of Work)</i>	<i>Limit Requiring Administrative Modification (millions by Phase of Work)</i>	<i>Limit Requiring Amendment (In Millions by Phase of Work)</i>
< \$1	Increase <u>less than</u> 100%	100% or greater	Not applicable for phases of work less than \$50 million
>\$1 to \$3	Increase <u>less than</u> \$1.5	Increase greater than \$1.5	
>\$3 to \$5	Increase <u>less than</u> \$2	Increase greater than \$2	
>\$5 to \$10	Increase <u>less than</u> \$3	Increase greater than \$3	
>\$10 to \$50	Increase <u>less than</u> \$5	Increase of greater than or equal to \$5 million but less than or equal to \$10 million	Increase greater than \$10 million
>\$50	Increase less than or equal to 10%	Increase of greater than 10% but does not exceed 25%	Increase of 25% or greater
FTA Project-Specific	N/A	Any Increase of 25% or less Any Decrease of 25% or less	Any Increase of 25% or greater Any Decrease of 25% or greater

*Examples: STIP entry for PE is \$900,000 and the actual authorization is \$1,500,000, adjusted in Right Sizing and no STIP change is required. STIP entry for ROW is \$6 million and the actual authorization is \$10 million, a STIP administrative modification is required. STIP entry for CONST is \$12 million and the actual authorization is \$19 million, a STIP administrative modification is required. STIP entry for CONST is \$60 million and the actual authorization is \$90 million, a STIP amendment is required and approved by the Secretary of Transportation or designee pending public comment.

- The sliding scale **ONLY** applies to initial authorizations that vary from the STIP entry for statewide programs.
- Authorization requests that are defined as amendments or administrative modifications will not be approved by FHWA until the STIP is modified to reflect the updated cost information.

MEMORANDUM

TO: Deputy Secretary for Intermodal Planning Feda

FROM: Secretary Hall 

RE: STIP Plan Values

DATE: January 10, 2018

In accordance with our desire to establish a solid 10-year plan for the investment of SCDOT's state and federal funds, I am attaching our final baseline planned use of funds for the next 10 years for our program categories.

I am requesting that you and the Office of Planning work with Engineering and Finance to align the STIP to the attached baseline plan for the various program categories. I anticipate that there may be some initial challenges migrating over to this approach within a few of the program categories, but I believe a well-coordinated and synched-up financial and planning effort will be key to our ability to increase our activity levels over the next six years.

I recognize that this is a new and modified way to manage the STIP, therefore, if there are any policy concerns or issues with this planned approach, please advise.

Attachment: ConsolidatedFundingPlan_01042018.xls

E-STIP Administration Process for Office of Planning

STIP Items – The Statewide Planning Chief/Statewide Transit Manager/STIP Coordinator/Regional Planner will enter new/updated project information into the E-STIP. Once the appropriate processes have been completed, the new/updated project information will be included in the Highway/Mass Transit Pre-Approval Tab(s).

Highway/Mass Transit Pre-Approval Tab(s) – The Statewide Transit Manager/Regional Planner will review proposed changes that were submitted through P2S or Planning staff. They will coordinate the proposed changes with the appropriate MPO/COG and provide information, such as TIP approval date, public comment information, and comments associated with the change (new project, scope change, phase of work shifting from one year to another), in the dates link. If the Regional Planner rejects the change, then the request will be withdrawn, an e-mail will be sent to the requester, and the project information will go back the way it was prior to the submittal. If the Statewide Transit Manager/Regional Planner approves the proposed change, then the information will be moved to the Pre-Approved tab.

Pre-Approved Tab – The Statewide Planning Chief/STIP Coordinator will consider the proposed changes. If the Statewide Planning Chief/STIP Coordinator rejects the request, then the proposed change will move back to the Highway Pre-Approval Tab. If the request is approved, then the change will be identified in a revision, and the proposed change will be moved to the Revisions tab.

Revisions Tab – The Statewide Planning Chief/STIP Coordinator will review Statewide reports to assure the program is fiscally constrained. If the Statewide Planning Chief/STIP Coordinator rejects the request, then the proposed change will be taken out of the revision, and moved back to the Pre-Approved Tab. If no issues/concerns are identified, then the request will be submitted as a correction, which can be approved immediately by FHWA/FTA, or as an amendment, which will be submitted to the Commission, Secretary of Transportation or designee for approval. Once the amendment is approved by SCDOT, the STIP Coordinator will submit the revision to FHWA/FTA for approval. If FHWA/FTA rejects the submittal, then the STIP Coordinator/Statewide Planning Chief will be notified of the rejected proposal and the issues will have to be resolved. If FHWA/FTA approves the revision, then the STIP Coordinator will publish the revision for the public to see.